

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE amending Clark County Code and requiring submittal of digital files for final plats.

WHEREAS, technology now exists that allows automated creation of plats and faster assignment of individual lot serial numbers, avoiding delay and the potential for issuance of a building permit without a lot serial number

WHEREAS, digital submission of final plats would require electronic submission of the relevant plat layers, thereby streamlining the issuance of building permits and increasing accuracy of plat lot creation and assignment of serial numbers;

WHEREAS, following a duly advertised public hearing, the board concludes that adoption of the proposed code changes are in the public interest; now, therefore,

BE IT ORDERED AND RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF CLARK COUNTY, STATE OF WASHINGTON,

**Section 1.** Amendatory. Section 17.301.110 of the Clark County Code is amended as follows:

- A. Prior to the submittal of the final plat application, three (3) copies of the proposed final plat map and mathematical closures shall be submitted to the engineer, who may review same for compliance with the survey standards set forth in Chapter 17.502. The engineer shall forward a copy of the final plat to the planning director within three (3) working days of filing.
- B. The planning director shall review final plats for conformance with conditions of preliminary plat approval, and return his/her written comments to the engineer within five (5) working days.
- C. After compliance with the procedures of (A) and (B) of this section, the final plat application and final plat map shall be submitted to the engineer as set out in Section 17.301.100.
- D. Improvement plans for the design of required improvements shall be submitted to the County Engineer, who shall review them for conformance with conditions of preliminary plat approval and other adopted County standards as of the date of preliminary plat approval. Approval shall be given by the signature of the Engineer on the improvement plans. The Engineer shall indicate on the plan that the design is approved for construction, or within ten (10) days return the plan to the applicant with modifications, if necessary (see Section 17.301.130).
- E. Upon compliance of the final plat and the improvement plans with all preliminary plat conditions and with all applicable, adopted statutes and local ordinances, the Engineer shall request submittal of the final plat mylar(s) for signature and submittal of a digital file for layers specified in Section 17.503.020 that conforms to all applicable requirements discussed in Section 17, Chapter 505. The Engineer shall sign and forward the final plat and accompany recommendations to the Board as provided by RCW 58-17.15- within five (5)

days. Additionally, the Engineer shall forward the digital file to the Department of Assessment and GIS. If the applicant chooses, the county will prepare the digital file based upon the submitted mylar. The applicant shall provide payment for the preparation of the digital file in accordance with Section 6.110A.040E.

- F. Upon approval of the final plat by the Board, and after all other statutory requirements have been met, the plat shall be recorded by the County Auditor. (Sec. 1 of Ord. 1983-03-46)

**Section 2.** Amendatory. Section 6.110A.040E (Planning Fees) is amended as follows:

Plat Checks

A	Short Plat - Final	\$1317
B	Subdivision - Final	\$1229 per application plus \$95 per lot
C	County Digital Plat Preparation	\$130 plus \$4 per lot

**Section 3.** Amendatory. Section 17.503.020 (Final plat drawing requirements) is amended as follows:

- A. The final plat shall either (a) be drawn with ink upon 3-mil Mylar film, or equivalent, or (b) consist of a photo Mylar with a fixed silver halide base; said sheets to be either (a) thirty (30) inches by twenty-one (21) inches or (b) thirty-six (36) inches by twenty-four (24) inches, with a one (1) inch border on each side. (Sec. 1 of Ord. 1983-03-46; amended by Sec. 10 of Ord. 1995-01-26)
- B. The following layers of the final plat shall be prepared as a drawing interchange file (DXF). This digital file shall be saved on a 3.5" high density disk, CD-ROM, or transmitted via electronic mail. The submitted DXF shall conform to the following layering scheme:

Layer Description	<b><u>Feature Type</u></b>
<b>Parcel Boundary</b>	<u>Line</u>
Road Centerline	Line
Road Right-of-Way	Line
PLSS Corner	Point
Road Name	Text
Parcel Lot Number	Text

**Section 4.** Amendatory. Section 17.503.030 (Lettering) is amended as follows.

- A. For the hardcopy submittal, the lettering shall be at least eight one-hundredths (0.08) inch high, in uppercase letters with line weight and lettering style suitable for reduction and microfilming. The perimeter of the final plat shall be depicted with heavier lines (dashed) than the remaining portion of the plat. (Sec. 1 of Ord. 1983-03-46; amended by Sec. 10 of Ord. 1995-01-26)

B. For the Digital file, the text shall be configured as follows:

1. The size and the orientation of **lot numbers** shall be such that the entire text string is within the parcel boundary.
2. The **street name** shall be capital letters.

**Section 5.** Effective date. This ordinance shall go into effect at midnight on October 14, 2002.

**Section 6.** Instructions to Clerk. The clerk of the board shall:

1. Record a copy of this ordinance with the Clark County Auditor
2. Cause a notice of adoption of this ordinance to be published forthwith pursuant to RCW 36.70A.290.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2002.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
FOR CLARK COUNTY, WASHINGTON

By \_\_\_\_\_  
Clerk to the Board

By \_\_\_\_\_  
JUDIE STANTON, Chair of the Board

Approved as to Form Only:

ARTHUR D. CURTIS  
Prosecuting Attorney

By \_\_\_\_\_  
CRAIG PRIDEMORE, Commissioner

By \_\_\_\_\_  
Richard S. Lowry, Chief Civil Deputy  
Prosecuting Attorney

By \_\_\_\_\_  
BETTY SUE MORRIS, Commissioner